

Position Description AAFP Director

RESPONSIBILITIES

The Board of Directors consists of the Academy's officers, nine at-large directors elected for three-year terms, plus a resident director, a student director and a new physician director each elected for one-year terms. Between meetings of the Congress of Delegates, the Board of Directors has responsibility for the overall control and administration of the Academy and for the development of its policies. The Board of Directors appoints such commissions, committees and other work group as are necessary to assist it in fulfilling these responsibilities.

The Board of Directors has three permanent subcommittees (Screening, Strategic Planning, and Resolution and Policy Review), and an Executive Committee. The second- and third-year members of the Board serve on the Subcommittees on Screening and Strategic Planning. The first- and second-year members of the Board serve on the Subcommittee on Resolution and Policy Review. One at-large director is elected annually as an at-large member of the Executive Committee.

The at-large directors and the new physician, resident, and student directors each serve as the liaison to one of the Academy's standing commissions and are expected to attend commission meetings.

Depending upon their commission assignments and areas of interest/ expertise, individual directors may be asked to represent the Academy and Board in participating in a number of different activities. These activities include meeting with groups external to the Academy, representing the Academy's position before the media and the public and interacting with the Academy's individual members and constituent chapters. Directors will be funded to attend the National Conference of Family Medicine Residents and Medical Students in Kansas City once during their term as a director.

QUALIFICATIONS AND TERM OF OFFICE

The Academy's Bylaws provide that the Board shall manage the organization's business and affairs "in a manner consistent with its fiduciary duties and responsibilities." Toward that end, directors should have demonstrated experience and/or a commitment to:

- Understanding the fiduciary role of a director, including the expectation to vote in good faith and supporting Board decisions that advance the best interests of the organization and not favored individuals;
- Recognition of the role of the Board of Directors in managing an organization with a budget and membership of the magnitude of the AAFP;
- Managing the financial affairs of an organization and familiarity with financial statements;

- Representing the interests of a membership with diverse backgrounds, practice settings and professional interests;
- Participation in organizational strategic planning and development of organizational goals and metrics; and
- Speaking as appropriate on organizational issues to various audiences such as members and the media.

Additional director competencies include demonstrated leadership skills, integrity, demonstrated management skills, team orientation, the ability to understand constructive conflict, and the capacity for forward thinking.

Of the nine at-large directors elected for three-year terms, three are elected each year on a staggered basis by the Academy's Congress of Delegates. Candidates for at-large director must be active members in good standing. Their terms of office begin at the conclusion of the annual meeting of the Congress of Delegates at which their elections occur and expire at the conclusion of the third succeeding annual meeting of the Congress of Delegates.

The resident member of the Board of Directors must be a resident member of the Academy in good standing and the student member must hold student membership. Subject to ratification by the Congress of Delegates, they are selected by the National Congress of Family Medicine Residents and National Congress of Student Members. The terms of office of resident and student directors begin at the conclusion of the annual meeting at which they are elected and expire at the conclusion of the next succeeding annual meeting.

The new physician member of the Board of Directors must be an active member in good standing and must have been first eligible for active membership fewer than seven years before being elected to the Board by the Congress of Delegates. Subject to ratification by the Congress of Delegates, the candidate for this position will be selected by the new physician constituency at the National Conference of Constituency Leaders. The term of office of the new physician director begins at the conclusion of the annual meeting at which such person is elected and expires at the conclusion of the next succeeding annual meeting.

TIME REQUIRED

Directors have considerable discretion in determining the amount of time they will devote to Academy business and, therefore, the time commitment in a given year will vary from person to person and according to individual directors' areas of responsibility. However, in general, the following ranges approximate the amount of time directors would devote to Academy affairs in a given year.

Number of days traveling away from home on Academy business 50-60*

Number of days at home but devoted to AAFP activities such as reviewing materials, answering correspondence, preparing for meetings, participating in conference calls, etc. (8 hours equals 1 day)

15-30

*Note: The range for third-year directors is 60-80 days

REMUNERATION PROVIDED

Reimbursement policies for directors are established by the Commission on Finance and Insurance. Remuneration policy for directors provides:

- * An honorarium of \$500 per day plus actual, reasonable expenses when traveling on Academy business. For virtual Board meetings, the amount of the honorarium varies depending on the length of the meeting.
- * Actual coach airfare with the provision that multiple tickets may be purchased for family members within established caps.
- * Ground transportation to and from the airport, or parking costs for personal automobile.
- * An annual allowance of up to \$1,000 to be applied toward the cost of technology devices.

The complete, detailed reimbursement policy is available from the Academy's Executive Vice President or Chief Financial Officer.

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